

Winter 2003

State of Maryland

Personnel Matters

*A Newsletter for Employees in the Maryland State Personnel Management System
Published by the Office of Personnel Services and Benefits*

*Robert L. Ehrlich, Jr., Governor
Michael S. Steele, Lt. Governor*

James C. DiPaula, Secretary

GOVERNOR EHRlich GIVES STATE EMPLOYEES EXTRA HOLIDAY FOR 2003

To express his appreciation for State employees' hard work, the Governor has declared Friday, December 26, 2003 as a State holiday. Governor Ehrlich and Lt. Governor Steele also thanked State employees for making Maryland stronger, safer and more beautiful. Those State employees whose jobs require them to work on December 26 will be given compensatory time to use at a later date.



Special points of interest:

- December 26th State Holiday
- 2004 State Holidays
- Emergency Essential Employee Info
- Update for Employees Activated for Military Service

Highlights from the Annual Report on Personnel

Each year the Department of Budget and Management compiles an annual report on the status of the State Personnel Management System and the Maryland Department of Transportation for the General Assembly.

Here are a few highlights from the report that you may be interested to know.

The average State employee:

Is 44 years old
Has 12 years of service
Earns \$41,191 per year

The Statewide Work Force Consists of:

40% Males
60% Females
46% Minorities

Did You Know...

5% of employees have more than 30 years of service
14% of employees had outstanding performance evaluation ratings



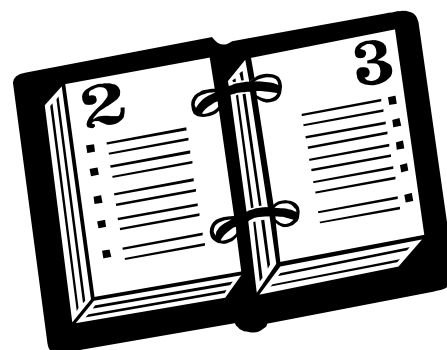
Department of Budget and Management, Office
of Personnel Services and Benefits

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State Holidays for 2004

New Year's Day	Thursday	January 1
Birthday of Dr. Martin Luther King, Jr.	Monday	January 19
Presidents' Day	Monday	February 16
Memorial Day	Monday	May 31
Independence Day	Monday	July 5*
Labor Day	Monday	September 6
Columbus Day	Monday	October 11
Presidential Election	Tuesday	November 2
Veterans' Day	Thursday	November 11
Thanksgiving Day	Thursday	November 25
Day after Thanksgiving	Friday	November 26
Christmas Day	Friday	December 24*
New Year's Day 2005	Friday	December 31**



Mark your calendars!

* When a State holiday occurs on a Saturday or Sunday, the holiday is observed on the Friday before or the Monday after the actual holiday, respectively.

** The New Year's Day holiday for 2005 will be observed in the 2004 calendar year because the holiday occurs on a Saturday.

Note: Agencies that provide 24-hour, 7-days-a-week services may conform to the above schedule by providing employees 12 days of holiday leave at alternate times. The appointing authorities of these agencies will provide more specific information concerning holiday scheduling.

*For more info on
Military
Administrative
Leave, go to [www.
dbm.maryland.gov](http://www.dbm.maryland.gov),
Employee Services,
Leave*

Update for Activated Military Employees

As a result of the passage of SB 505 in the 2003 General Assembly Session, State employees on active military duty on July 1, 2003 or State Employees who are activated for military duty on or after July 1, 2003 may use Military Administrative Leave for active military duty, not including active duty training. This law was effective July 1, 2003 and allows State employees to be paid the difference between the employee's military salary and the employee's State salary while on active military duty.

Employees must submit a copy of their military paycheck stub to their Agency Personnel Office to apply for this type of paid leave.



Designated Emergency Essential Employees

Do you know if you are a designated Emergency Essential employee?

Each year agencies designate employees that must report to work during an emergency closure or liberal leave period. With winter fast approaching, make sure you are aware of your status as an emergency essential employee. Check with your agency personnel office for more information on your status.